

INCIDENTS, INJURY, TRAUMA AND ILLNESS

Settlers Farm OSHC management of risks of incident, injury, trauma and illness will be a priority. The Governing Council, in conjunction with the Director and educators will ensure that all procedures of the service are compliant with Regulations and the Law. We will ensure the safety and wellbeing of educators, children and visitors within the service and on excursions through proper care and attention in the event of an accident. The service will make every attempt to ensure sound management of the injury to prevent any worsening of the situation. In the interests and safety of educators and users of the service, as well as children who become sick, children who are unwell will be asked to refrain from using the service. The service is unable to provide the required constant attention to a child that is unwell, and it is in their interests to remain in alternate care.

Procedure:

-Definition of Serious Incident

The service recognises the following as serious incidents:

- The death of a child while either at the service or as a result of an incident that occurred at the service.
- Any incident involving injury or physical or emotional trauma to a child, or illness of a child that results or should have resulted in the child seeing a medical practitioner or attending hospital.
- Any incident where the attendance of emergency services was, or should have been, sought.

DfE lists severe or serious injuries as:

- Head injuries
- Eye injuries
- Back injuries
- Loss of limbs or appendages
- Bone fractures
- Deep wounds requiring suturing
- Serious muscular injuries
- Burns
- Ear injuries
- Other injuries where complications have set in after the initial injuries were sustained

-The service also recognises a serious incident when a child is missing or cannot be accounted for, appears to have been taken or removed from the premises in a manner that contravenes Regulations or is mistakenly locked in or locked out of the service or any other part of the premises.

-Notice of Serious Incidents

- For the purposes of section 174(4) of the Law, the notice to the Regulatory Authority under section 174 (2)(a) of the Law, notice must be provided within 24hours or when the person becomes aware of the death of a child; within 24hours or when the person becomes aware of any other serious incident (*see appendix 10*)
- The service must also ensure the family of a child involved in a serious incident is notified as soon as practicable.
- Any person who becomes aware of a serious incident occurring must report that incident to their line manager as soon as practical.
- A DfE Critical Incident Report Form must be used in the case of any serious incidents, hospitalisation or media presence and forwarded to the school Principal, to lodge on IRMS.



www.dfe.sa.gov.au/docs/documents/1/CriticalIncidentReportF-2.doc (see appendix 23 for a hard copy of Critical Incident Report Form)

-First Aid

- A fully equipped first aid kit will be always accessible to educators, and will remain inaccessible to children – the kit will be regularly replenished and will comply with regulations 327 and 328 of the Occupational Health, Safety and Welfare Regulations 1986 (SA) (see list in OHS&W Manual 2.4.3 and appendix 8)
- All Responsible persons in charge will be required to obtain and maintain first-aid requirements meeting the requirements of Education and Care Services National Regulations
- The person caring for the child assumes responsibility for acting in the best interests of the child in the event of an injury – the careful exercise of this discretion is considered part of the educator's duty of care.
- If a child, staff member or visitor has an accident while at the service, they will be attended to immediately by a staff member who holds a first aid certificate.
- Anyone injured will be kept under adult supervision until they recover or an authorised person takes charge of them.
- The Responsible person on duty will be notified immediately of all incidents – the Director is ultimately responsible for all incidents and should be notified accordingly.

In the case of a minor accident, the first aid attendant will:

- Assess the injury and apply first aid as required.
- Ensure that disposable gloves are used when there is any potential contact with blood or other bodily fluids.
- Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner.
- Ensure that anyone who has come into contact with blood or bodily fluids wash with warm soapy water.
- Record the incident and treatment in the first aid log, indicating name of injured person, date, time, nature of the injury, how the injury occurred, treatment given and by whom, and is to be signed by the Director (see appendix 9)
- Parents/caregivers will be notified of a minor accident and required to sign the first aid report.
- In the case of a head injury, parents/caregivers will be immediately notified by phone.

-In the case of a major accident requiring more than first aid, the first aid attendant will:

- Assess the injury and contact an ambulance – the Director will be informed of this decision.
- If the child's injury is serious the first priority is to get immediate medical attention.
- Parents/caregiver will be immediately notified by phone, and if the parents/caregivers cannot be notified then the emergency contacts will be contacted – every effort will be made not to panic the parents/caregivers.
- Attend to the injured person and apply first aid required.
- Ensure that disposable gloves are used when there is any potential contact with blood or other bodily fluids.
- Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner.
- Ensure that anyone who has come into contact with blood or bodily fluids wash with warm soapy water.
- Stay with the child until help arrives, or further treatment taken.
- Try to make the child comfortable and reassure them.



- When the ambulance arrives an educator where possible will accompany the child and take the child’s enrolment details.
- Where damage occurs to a child’s teeth, the educator will seek immediate care from a dentist to reduce the likelihood of permanent or further injury.
- Record the incident and treatment in the first aid log, indicating name of injured person, date, time, nature of the injury, how the injury occurred, treatment given and by whom, and is to be signed by the Director – for serious incidents educators must follow the procedure for serious incidents.
- Obtain the parent/caregivers signature confirming knowledge of the incidents.
- Report to ESB
- Complete a DfE ED 155 and forward to the school Principal
- Meeting the costs of obtaining an ambulance is primarily the responsibility of the individual or their caregiver (*see DfE Ambulance Circular located at www.dfe.sa.gov.au/docs/documents/1/AmbulanceCircular.pdf*)

-The Director will in all accidents:

- Try to reassure the other children and keep them calm.
- Keep the other children informed about what is happening – this will be done away from the injured child.
- Make a decision regarding whether to initiate emergency procedures.
- Conduct a debrief as deemed appropriate.

-Management of Unwell Children

- If an educator suspects a child is unwell and may need to go home, the Responsible person in charge will be notified and will then make an assessment.
- The parents/caregivers, or in the case of parents/caregivers not being contactable, emergency contacts, of unwell children will be notified and asked to collect their child.
- The child will be made comfortable and separated from other children until someone arrives to collect them.
- If the child requires immediate medical aid, educators will follow the service’s first aid policy.

Any illness at the service will be recorded on the Accident Illness Record (*see appendix 9*)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.



2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
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EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

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85	Incident, injury, trauma and illness policies and procedures
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89	First aid kits
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161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
174	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority

Policy reviewed	Previous modifications	Next review date
26/10/2021	CHANGE DECD TO DfE. REPLACE STATE OFFICE WITH PRINCIPAL TO LODGE ON IRMS. ADD REPORT TO ESB.	2022